

Meeting conducted in-person/electronically.

Meeting started at 3:30 p.m.

Conducting: Troy Wood, Board Chair

Board Members Present

Troy Wood	Business/Industry, Chair
Chris DeHerrera (<i>remote</i>)	Business/Industry, Vice Chair
Justin Atkinson	Business/Industry
Amanda Covington (<i>remote</i>)	Weber State University Board of Trustees
Michael Henry (<i>remote</i>)	Business/Industry
Scot Merrihew (<i>remote</i>)	Business/Industry
Julie Tanner	Davis School Board
Adam Toone	Morgan School Board

Administration

Darin Brush	President/CEO
Leslie Mock	Vice President and Chief Academic Officer
Jeff Lund	Vice President and Chief Financial Officer
Kelly Simerick	Vice President of Student Services
Wendee Cole	Chief of Staff/Recording Secretary

Guests

Jim Diamond (<i>remote</i>)	Hill Air Force Base (invited guest)
Carmen Enriquez	Student Representative
Alison Anderson (<i>remote</i>)	College Director of Instructional Systems
Amanda Tullis	College Associate Vice President - Business & Economic Development
Dr. David Stoddard	College Director of Technical Programs
Greg Scherer (<i>remote</i>)	College Director of Information Technology
Ed Eschler	College Controller
Lance Eastman	College Associate Vice President – Training Division
Marcie Valdez	College Foundation Director and Grants Administrator
Mark Hadley	College Director of Technical and Apprenticeship Programs
Melanie Hall (<i>remote</i>)	College Director of Marketing and Community Relations
Owen Horne (<i>remote</i>)	College Director of Data and Student Information Systems
Scott Hoffman	College Director of Human Resources
Nicole Durr	College Dental Assistant Faculty
Maricatherine Wilcox	College Medical Assistant Faculty
Jordanne Thomas	College Pharmacy Technician Faculty
Bryce Chapman	College Plumbing Apprentice Faculty
Stacy Hatch	College Automation and Robotics Faculty

Ballie Chapman	College Master Esthetician Faculty
Troy Winchester	College CNC Machining Faculty
Shawn Swapp	College Electrician Apprentice Faculty
Hailey Babb	Medical Assistant Student
Meagen Casper	Dental Assistant Student
Wyatt Carpenter	Automation and Robotics Student
Thomas Floyd	Automation and Robotics Student
Hailey Hennefer	Master Esthetician Student
Jaxon Hinds	CNC Machining Student
Joshua McFarland	Plumbing Apprentice Student
Daniel Waters	Electrician Apprentice Student
Stacey Hutchings	Director of Career Path High School
Timothy Despain (<i>remote</i>)	College Director of Student Financial Services
Geoffrey Landward	Utah System of Higher Education (USHE) Deputy Commissioner and General Counsel
Eric Petersen (<i>remote</i>)	State of Utah Assistant Attorney General
Tami Tran	Kaysville City Mayor

Excused

Tucker Morgan Business/Industry

Pledge of Allegiance

Joshua McFarland, Plumbing Apprentice student

Introduction of State Winners for SkillsUSA and HOSA

The Davis Technical College state student winners for SkillsUSA and Health Occupations Students of America (HOSA) competitions were introduced.

Introduction of New Employees

Vice Presidents Mock and Lund introduced the following employees:

- Dr. David Stoddard, Director of Technical and Apprenticeship Programs
- Ed Eschler, Controller

Public Comment

There were no comments.

Consent Calendar

Troy Wood, Chair, called for a motion to approve the Consent Calendar, which consisted of the following:

- a. Minutes of March 17, 2022, meeting
- b. Budget and Accounting Report
- c. Key Performance Indicators Report
- d. Business and Economic Development Report
- e. Marketing Activity Report

- f. Foundation Activity Report
- g. Campus Development Update
- h. Scholarship Issuance Report
- i. Career Path High Report
- j. Career Path High School FY 2022-2023 Trust Lands Plan
- k. Budget Modification
- l. National Competition Travel
- m. Purchasing Cards Policy
- n. Purchase Requisitions including Capital Purchases Preparation and Processing Policy
- o. Board of Trustees Meeting Schedule (July 2022-June 2023)

The Consent Calendar was approved on a motion made by Julie Tanner, seconded by Adam Toone. Motion passed.

Utah Board of Higher Education Initiatives and Updates

Strategic Plan:

Approximately three years ago the Legislature created the Higher Education Strategic Commission which was directed to study the system of higher education in Utah. One result of that study was to merge the Utah System of Higher Education (the degree-granting institutions under the Board of Regents) and the Utah System of Technical Colleges. The other finding was the higher education lacked coherent statewide attainment goals. There are three areas in which attainment goals were adopted: Access, completion, and workforce alignment. It is important the technical colleges' strategic plans align with the Utah Board of Higher Education Strategic Plan.

Performance-based Funding:

Performance-based funding will be measured against the attainment goals, i.e., access, completion, and workforce alignment.

Program Alignment

A summary of the progress on program alignment was shared. Technical colleges are working on aligning programs to a minimum viable standard that best meets industry needs. Faculty workgroups were thanked for the hard work that has been put into program alignment.

Clock-hour to Credit Conversion

The System is working towards using the same currency of credit. A conversion is in process to move technical colleges from clock-hour to credit.

Draft FY 2023-2025 Strategic Plan

Accredited institutions are required to seek the involvement of members within its community to assure that the institution's mission remains relevant to its constituents. Under guidance by its Board of Trustees, Davis Tech gathers input from its Board of Trustees, faculty, staff, administration, advisory committees, employers, and other stakeholders to produce a three-

year strategic plan. The plan is reviewed annually and reflects the institution's mission and vision, objectives for three years, strategies for achieving the objectives, and current and projected financial resources that provide a basis for initiatives specified in the Strategic Plan.

The trustees, administration, faculty, and staff of Davis Tech began the work of planning in 2021 during the Pandemic, and then accelerated the work in early 2022, starting with a college community kick-off event in January. From there, work progressed in countless department and team meetings. The college opened a planning room in the center of campus where students, employees, stakeholders, and the community could provide feedback and track progress.

This plan correlates directly with the Utah Board of Higher Education Strategic Plan and furthers the Board's work of uniting the Utah System of High Education with common efforts and outcomes.

Amanda Tullis, Lance Eastman, Owen Horne, and Melanie Hall were thanked for the hard work in putting together the draft strategic plan.

The Board of Trustees was asked to review the draft Strategic Plan and provide feedback before June 9, 2022.

FY 2023 Employee Compensation Plan and Related Pay Schedule Approval

An outline of the FY 2023 Compensation Plan was presented to trustees via email on Thursday, April 21, 2022.

The proposed Employee Compensation Plan for FY 2023 includes the following elements:

- Increases per the Performance Based Pay Progression Table to be provided for eligible employees. These increases will range from 4.35% to 1.0% for individual employees, but average approximately 2.08% for full-time employees overall. The estimated cost to the College will be \$300,000.
- A cost-of-living adjustment (COLA) of 4.5% for all eligible full-time employees and regularly scheduled part-time employees. The estimated cost to the College will be \$653,000.
- The FY 2023 pay schedules for Faculty, Classified Employees, and Professional Administrative Employees reflect a 4.5% increase in the pay ranges.
- Funds provided by the Legislature for labor market and performance-based increases for higher education employees for FY 2023 was \$935,600.
- Pay increases will be effective for the pay period beginning May 29, 2022.
- The college has contracted with a firm to conduct a salary survey to evaluate pay ranges and equity and will set aside \$100,000 in the FY 2023 budget towards addressing these needs during the year.

- An increase of 6.7% in medical insurance rates as set forth by the Public Employees Health Program (PEHP). The Legislature funded the employer portion of this increase.
- An increase of 1% in dental insurance rates as set forth by the PEHP. The Legislature funded the employer portion of this increase.
- No change in retirement contribution rates in the Utah Retirement System or TIAA.

A motion to approve the Fiscal Year 2023 Employee Compensation Plan and related Pay Schedules as presented was made by Julie Tanner, seconded by Justin Atkinson. Motion passed.

FY 2023 Budget – First Reading

A summary of increases/decreases in state funding for Davis Tech for FY 2023 was presented:

5.75% Labor Market Increase	\$ 935,600
6.7% Increase in Health & Dental Insurance Benefits Rates	183,900
Program Growth	1,057,500
On-going Equipment Increase	405,800
Reduction of One-time Articulation Partnership with WSU	(140,000)
Internal Service Fund Adjustment	<u>30,500</u>
Total Increase	<u>\$2,473,300</u>

A first draft of the FY 2023 budget was shared. A summary of significant items in the draft budget include:

Revenue Adjustments

- Increase of \$2,473,300 in direct Legislative funding as outlined above.
- Adjustments to CARES Funds revenues budgeted in FY 2022.
- Various other adjustments related to contracts, grants, and revenue estimates.

New Program Growth Expenses

- Add full-time plumbing and electrical apprenticeship instructors and related supplies.
- Add a full-time instructor and related supplies.
- Add a full-time health occupations preadmissions advisor and related supplies.
- Add a full-time web and graphic design instructor and related supplies.
- Increase health programs adjunct budgets.
- Add a full-time student advisor.
- Add a full-time student information system technician.

- Add a full-time curriculum developer.
- Add a full-time videographer.
- Add a full-time risk and safety position.

Other Budgeted Expense Adjustments

- Compensation plan as proposed in this Board Meeting.
- Add \$405,800 for additional equipment.
- Remove expenses for Articulation Partnership for Dual enrollment with WSU.
- Eliminate one-time CARES Funds expenses budgeted in FY 2022.
- Full-year impact of staff changes which took place in FY 2022.
- Elimination of remodeling and other one-time expenses included in the FY 2022 budget.
- Adjustments to adjunct faculty budgets in various programs.
- Estimate for salary savings related to open positions.
- Add expenses for motor pool vehicle replacement.
- Various other expense adjustments and reallocations between functions and funds.

President's Report

A brief audit committee meeting was held today with the USHE internal auditors regarding the purchasing card audit. There are opportunities to improve the processes at Davis Tech, but the audit was favorable.

The State Auditor's Office will conduct the annual financial audit of Davis Tech. Some of the Trustees may be contacted for input on anything that needs to be reviewed as part of the audit.

Davis Tech will be hosting the HAFB 367 Training Support Squadron (TRSS) on June 1, 2022, to sign an educational partnership agreement in an effort to support and equip active-duty military with industry level training in Cybersecurity, Information Technology, Software Development, Web and Graphic Design and Business Administrative Services to meet the mission of the 367th TRSS.

Davis Tech faculty were recognized for their support and performance in the past years during the pandemic along with the program alignment project.

Adjournment: The meeting adjourned at 4:52 p.m.